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DDS&T-780-85

29 August 1985

MEMORANDUM FOR: Director of Development and Engineering
Director of SIGINT Operations
Director of Research and Development
Director of Technical Service
Director, Foreign Broadcast Information Service
Director, National Photographic Interpretation Center

25X1 FROM: [REDACTED]
Executive Assistant to the DDS&T

SUBJECT: Talking Points for the DCI's Weekly Meetings

1. As you are aware, the DCI participates in a series of weekly meetings with the National Security Adviser (Thursday at 1700), the Secretary of Defense (Friday at 0745), and the Secretary of State (Friday at 1200). In preparation for these meetings, the DCI's staff provides the DCI with briefing books, and DS&T input is often necessary. This memo serves to remind all DS&T offices that any talking points the offices wish to submit for these meetings are welcome.

2. Deadlines for submissions are as follows:

National Security Adviser meeting: 1400 on Wednesday

Secretary of Defense/Secretary of State meetings: 1400 on Thursday

3. Occasionally, the Special Assistant to the DCI will request specific information and, time permitting, will make this request through the DS&T front office. However, extremely short deadlines will sometimes make it necessary for the DCI's office to contact the pertinent DS&T office directly. In any event, as much lead time as possible will be provided.

4. Under normal circumstances, the talking points should be presented in memo form. The memo should be addressed to the Special Assistant to the DCI through the Executive Assistant to the DDS&T and have a subject line that indicates the paper's specific topic, [REDACTED]

25X1 25X1 [REDACTED] Submissions should be no more than two pages; thus, background material and detailed history must be limited. Finally, the talking points must be concise and focus on those issues the DCI needs to raise with his audience.

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5. Notification of intention to provide input to a weekly meeting should be received by the SA/DCI by COB Tuesday prior to the appropriate meeting. Questions concerning these inputs may be addressed to myself on [redacted] or [redacted] SA/DCI, [redacted]

cc: ✓SA/DCI